Special Duty Assignments and Promotions

108.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Thurston County Sheriff's Office.

108.2 POLICY

The Thurston County Sheriff's Office determines assignments and promotions in a nondiscriminatory manner based upon job-related factors and candidate skills and qualifications. The Thurston County Sheriff’s Office Corrections Bureau will work in conjunction with the Collective Bargaining Unit representing Corrections Deputies, Sergeants, Lieutenants, and Technicians in the assignment of Special Duty Assignments and Additional Duty Assignments which will enhance the careers of members and provide for the efficient operations of the Corrections Bureau.

108.3 SPECIAL ASSIGNMENT POSITIONS

The following positions are considered special assignments and not promotions:

(a) ClassificationCorrections deputies (3-year assignment)

(b) Court Corrections deputy (3-year assignment)

(c) Court Sergeant (3-year assignment)

(d) Recruiter Corrections deputy (3-year assignment)

(e) Programs Lieutenant (3-year assignment)

(f) Correctional Options Program corrections deputy (3 year assignment)

(g) Correctional Options Sergeant (3-year assignment)

(h) Chemical Dependency Corrections deputy (3-year assignment)

(i) Inmate Services Sergeant (3-year assignment)

(j) Inmate Services Lieutenant (3-year assignment)

(k) Medical Liaison Corrections deputy (3-year assignment)

(l) Administrative Lieutenant (appointed) (1-year assignment) (with possible 1-year extension)

108.3.1 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

(a) Relevant experience

(b) Off probation by the date of appointment.

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(c) Possession of or ability to obtain any certification required by the Washington State Criminal Justice Training Commission or law if required.

(d) Exceptional skills, experience, or abilities related to the special assignment

(e) No sustained discipline (written reprimand or higher) in the previous 12 months from the date of application deadline.

(f) Prior one (1) year of service not in a special duty position

(g) Satisfactory annual performance reviews by date of application deadline.

(h) Any other requirements will be included within the special assignment notices.

108.3.1 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a special duty assignment:

(a) Presents a professional, neat appearance.

(b) Maintains a physical condition that aids in his/her job performance.

(c) Expresses an interest in the assignment.

(d) Demonstrates the following traits:

1. Emotional stability and maturity.
2. Stress tolerance.
3. Sound ethical judgment and decision-making.
4. Personal integrity and ethical conduct.
5. Leadership skills.
6. Initiative.
7. Adaptability and flexibility.
8. Ability to conform to office goals and objectives in a positive manner.

108.3.2 SELECTION PROCESS

The selection process for special duty assignments will include an administrative evaluation as determined by the Chief Deputy of Correctionsand may include:

(a) One-on-one or panel interviews with Chief Deputy of Corrections, Corrections Captain, or designees. or

(b) Chief Deputy of Corrections appointment - The Chief Deputy of Corrections will interview and appoint.

The selection process for all special assignment positions may be waived/modified for temporary assignments, emergency situations, training, and at the discretion of the Chief Deputy of Corrections or designee. Panel interviews should be comprised of the same available, qualified members throughout the interview process. (A panel generally is comprised of 3 evaluators.)

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108.3.3 DISQUALIFICATION

The Thurston County Sheriff's Office shall not promote, assign, or transfer any member to a position that may allow contact with inmates if the member has (28 CFR 115.17):

(a) Engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility, or other institution as defined in 42 USC § 1997.

(b) Been convicted of engaging in or attempting to engage in sexual activity facilitated by force, by overt or implied threats of force, or by coercion, or if the victim did not consent or was unable to consent or refuse.

(c) Been civilly or administratively adjudicated to have engaged in the activity described in paragraph (b) of this section.

Employees who may have contact with inmates shall disclose any conduct described above in written applications or interviews for promotion or special assignment.

108.3 PROMOTIONAL REQUIREMENTS

Requirements and information regarding any promotional process are available at the Thurston Department of Human Resources and/or Civil Service.

108.5 OTHER ASSIGNMENTS

The following assignments are considered competitive assignments and utilize the selection process outlined above.

Field Training Officer FTO & CTO

Range Masters

Defensive Tactics

Instructors First aid etc.

108.6 EXTENSIONS

If no applications are received for a Special Duty Assignment opening, or applicants do not meet the requirements of the position, or if other operational issues arise, then the member due to rotate out may be extended in the Special Duty Assignment for an additional bid cycle (one year).

Working in conjunction with the Collective Bargaining Unit, Administration will determine extensions based on the good of the facility and what is best to achieve the most efficient operations.

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